

# **PAYROLL SAVINGS BONDS**

A Guide to Ordering  
Payroll Savings Bonds

## **Treasury Retail Securities Sites**

Federal Reserve Bank of Minneapolis  
Federal Reserve Bank of Cleveland, Pittsburgh Branch

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# The Payroll Savings Plan

## Introduction

U.S. Savings Bonds offer a safe and easy way to save money. In fact, millions of Americans take advantage of savings bonds' competitive rates. Both Series EE and Series I savings bonds are available through the Payroll Savings Plan.

Acting in the capacity of Fiscal Agent for the United States Treasury Department, Federal Reserve Banks designated as Treasury Retail Securities Sites issue payroll savings plan savings bonds for organizations, including financial institutions. There are no fees or charges associated with this service.

This reference guide is for organizations that provide or that are interested in establishing the Payroll Savings Plan for employees. It provides specific information for establishing a payroll savings bond issuing arrangement with your servicing Treasury Retail Securities Site. This guide is not intended to be a substitute for official Treasury regulations.

Payroll savings bond authorization forms and public information brochures are available from the Bureau of the Public Debt at [www.treasurydirect.gov/mar/marvolun.htm](http://www.treasurydirect.gov/mar/marvolun.htm).

Information on interest rates, yields, and savings bond servicing transactions is not included in this guide but is readily available in the latest revision or amendment of the appropriate Treasury Circular. Circulars and related information are available from your servicing Treasury Retail Securities Site or online at [www.treasurydirect.gov/sav/savfi.htm](http://www.treasurydirect.gov/sav/savfi.htm).

## How the Payroll Savings Plan Works:

**1** Your organization contacts your servicing Treasury Retail Securities Site to establish a payroll savings bond account and to receive company and location identification numbers. All forms and documentation for purchasing payroll savings bonds are available to your organization free of charge.

**2** Your organization establishes the method for submitting bond issue information.

- Automated options are preferred by organizations that have the capability to maintain an automated savings bond registration database. Automated bond issue information may be submitted on cartridge, CD, or diskette. You may develop your own software to provide bond issue information. Specifications for automated input files are detailed in Appendices A and B.
- Your servicing Treasury Retail Securities Site can provide a free PC-based software application (PSBOS32) to provide bond issue information (please refer to page 4 of this guide for further details).
- Electronic submission options are available by contacting your servicing Treasury Retail Securities Site.

**3** Employees authorize the withholding of a portion of their wages for payroll savings bonds and provide you with complete ownership and registration information using form SB 2362. Your organization accumulates funds until there is an amount equal to or exceeding the purchase price of a bond.

**4** Your organization sends the order information with payment to your servicing Treasury Retail Securities Site for issuance of the bonds. Payment and order information is due on or before the last business day of the month in which issue is requested. Please contact your servicing Treasury Retail Securities Site to find out how processing deadlines affect the receipt of your payment, as well as the bond issue date. While bonds are ordinarily mailed directly to employees, bonds can also be bulk-mailed to an organization for distribution.

# Series ■ Denominations ■ Registrations

## Series Available

Two series of savings bonds are available for purchase through the Payroll Savings Plan: EE and I.

## Denominations Available

Employees can purchase savings bonds through the Payroll Savings Plan in the denominations and at the purchase prices shown below.

Series EE Bonds		Series I Bonds	
Denomination	Purchase Price	Denomination	Purchase Price
\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00
200.00	100.00	75.00	75.00
500.00	250.00	100.00	100.00
1,000.00	500.00	200.00	200.00
5,000.00	2,500.00	500.00	500.00
10,000.00	5,000.00	1,000.00	1,000.00
		5,000.00	5,000.00
		10,000.00	10,000.00

## Authorized Registrations

Under the Payroll Savings Plan, employees may register savings bonds in the names of individuals in one of three ways: single ownership, co-ownership, or beneficiary form.

<b>Single Ownership</b> (One owner only)	Only the registered owner may redeem the bond. At the death of the owner, the bond becomes the property of the bond owner's estate.
<b>Co-ownership</b> (Two persons as co-owners) Designated by OR	Either co-owner may cash the bond without the knowledge or approval of the other. At the death of one co-owner, the surviving co-owner becomes the sole owner of the bond.
<b>Beneficiary</b> (One owner and one beneficiary) Designated by POD (Payable on Death)	The bond is redeemable only at the request of the registered owner. The beneficiary becomes the sole owner of the bond at the death of the owner.

A savings bond may include no more than two names. Payroll savings bonds can be inscribed with the words "mail to," which simply designate delivery to someone other than the owner. The "mail to" designee has no ownership or beneficiary rights to the bond.

**Owners or first-named co-owners must provide a social security number.** They must be U.S. citizens, non-citizen residents of the U.S., residents of Canada and Mexico working in the U.S., or non-citizen employees of U.S. organizations abroad. Minors can be named as owners, co-owners, or beneficiaries.

Payroll bond owners may benefit from savings bonds' education feature. Detailed information is available from your servicing Treasury Retail Securities Site.

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# Preparing Automated Input

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## Using Automated Options

The automated options provide a high level of control and quick turnaround time for receipt of bonds. Your organization establishes and maintains a database file containing the savings bond registration information for each participant in the Payroll Savings Plan. Bond issue information is provided through the use of a cartridge, CD, diskette, or electronic transmission.

Organizations interested in transmitting bond issue information electronically should contact their servicing Treasury Retail Securities Site for detailed information.

If you plan to develop or use existing software to provide automated media, the file specifications contained in Appendices A and B must be used in formatting the media.

### **We can provide the software.**

The Payroll Savings Bond Ordering System (PSBOS32) is a PC-based software application developed by the Federal Reserve Bank specifically for use by organizations to submit bond issue information. This user-friendly software package allows you to maintain a payroll savings bond database at your office. The software can be installed on any PC with Windows 95 version or higher. There is no charge for the software and it offers several advantages over developing your own software. The use of the software saves time, detects errors, and avoids repetitive key entry of purchase information each month. Direct access to your own database permits you to update information at your convenience. If you are interested in using PSBOS32, contact your servicing Treasury Retail Securities Site for more information.

## Testing and Labeling

Your servicing Treasury Retail Securities Site will provide you with company and location identification numbers for the purpose of submitting test and subsequent production data. An external label must be affixed to the test cartridge, CD, or diskette and should contain your organization name, mailing address, and company and location identification numbers. A file name should be included on the

label, if applicable. In addition, the number of bonds for each denomination by series (EE or I), total number of bonds, and total purchase price of the bonds contained in the test file should be provided.

Please include, with the test media, your organization name, telephone number, and the name of the person who should be contacted for the test results. The test results will be provided as soon as possible, and if successful, arrangements will be made for the submission of production data. If the test is not successful, a second test may be required. After successful testing of automated input, the appropriate forms and instructions will be provided.

## Submitting Production Data

All automated media mailed to your servicing Treasury Retail Securities Site should contain an external label that provides your assigned company and location identification numbers, organization name, and mailing address. A file name should also appear on the label, if applicable.

When submitting automated production data, be sure to include the appropriate order summary form for each series (EE and I) and payment for the purchase price of the bonds. Information on how to complete an order summary is shown in Appendix C.

When transmitting production files using an electronic transmission such as Bulkdata or modem transfer, electronic payment methods are required by the Treasury Retail Securities Sites.

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# Payment Methods

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## Acceptable Methods of Payment

Payment for payroll savings bonds can be made by an Automated Clearing House (ACH) arrangement, a charge to the reserve or correspondent account of a designated depository financial institution, a funds transfer, or a check. Your total payment must match the total purchase price of the savings bonds to be issued.

### The ACH payment method

The most widely accepted method of payment for payroll savings bonds is through an ACH arrangement. Direct deposit (ACH credit) is safe and confidential. Direct payment (ACH debit) is convenient and reliable. We encourage the use of the ACH method since it is the most efficient payment method. To use the ACH debit arrangement, your organization must complete and submit an ACH agreement form.

### Charging a reserve or correspondent account

An arrangement can be established with a depository financial institution to permit your servicing Treasury Retail Securities Site to charge the financial institution's reserve or correspondent account in payment of bonds. A letter of authorization from the depository financial institution is required.

### Funds transfer

Your servicing Treasury Retail Securities Site can also receive payment using the funds transfer network. The name of your organization, including your company and location identification numbers, and a reference to payroll savings bonds must be included in the funds transfer message to identify the remitting customer. An arrangement can be established with a depository financial institution for this purpose. Instructions can be obtained from your servicing Treasury Retail Securities Site.

### By check

If your organization chooses to make payment by check, the check must be made payable to the Federal Reserve Bank.

## Payment Submission Requirements

Full payment for payroll savings bonds must be received by your servicing Treasury Retail Securities Site by the last business day of the month in which the bonds are issue-dated. When using the ACH method of payment, it is important to note that your payment is due on or before the business day preceding the last business day of the month even though the "effective date" for the ACH charge is the last business day of the month. Please contact your servicing Treasury Retail Securities Site to find out how processing deadlines affect the Site's receipt of your payment as well as the bond issue date.

The issue month is extremely important to bond owners since interest begins accruing on the first day of the month of issue. The bond purchaser is entitled to the issue date in the month and year that the full purchase amount is accumulated.

### Interest Assessments

If payment does not reach your servicing Treasury Retail Securities Site by the last business day of the month but you want the previous month as the issue date, the Treasury Retail Securities Site may be required to assess a late payment fee. The interest assessment fee must be received before the order can be processed.

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# Issues ■ Replacements ■ Corrections

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## Printing and Delivery

**Savings Bonds are issued and mailed within fifteen business days from the date of receipt of an order summary, automated media, and payment.** Incomplete information or edit problems associated with automated media may delay processing. Savings bonds can be sent directly to the address of the bond owner or returned in bulk to the organization for distribution. An explanation of the information shown on the face of a United States Savings Bond can be found in Appendix D.

Undeliverable savings bonds returned from the United States Postal Service will be forwarded by your servicing Treasury Retail Securities Site to your organization for presentation to the owner. It is extremely important that organizations take action to ensure that complete, up-to-date, and accurate bond owner addresses are furnished to your servicing Treasury Retail Securities Site.

## Record of Bonds Issued

After bonds are issued, our customer service representatives can research and resolve inquiries associated with your bond orders. For general inquiries, please be prepared to provide your company identification number, the bond owner social security number, the bond issue date, and the pay period ending date.

For non-receipt claims, in addition to the information above, please also provide the bond owner name and the denomination of the bond(s) issued.

## Replacements and Corrections

Inquiries concerning non-receipt should not be made until thirty calendar days after the savings bond print date. This period allows for United States Postal Service delivery and return of undeliverable bonds.

Detailed information should be supplied in order for your organization to submit a claim for non-receipt of a savings bond on behalf of an employee. A description of the savings bond(s) can be obtained from your servicing Treasury Retail Securities Site as described under the "Record of Bonds Issued" section. Complete Part I of form PD F 3062, obtain signatures in accordance with the instructions provided on the form, and submit the form to your servicing Treasury Retail Securities Site.

Savings bonds inscribed with errors in the owner's, co-owner's, or beneficiary's name may be returned to your servicing Treasury Retail Securities Site for correction with form FA 400. Generally, form FA 400 is used to correct errors due to the submission of incorrect bond issue information by an organization. If the bond owner desires a reissue to change ownership information, additional requirements apply. Savings bonds inscribed with minor errors (e.g., misspelled addresses and incorrect social security numbers), should not be returned for correction.

Incorrect social security numbers should be reported to the Bureau of the Public Debt. Savings bonds with incorrect social security numbers will not be reissued, but ownership information will be corrected on the records of the Bureau of the Public Debt. When furnishing information to correct social security numbers, please include the bond serial number, issue date, series (EE or I), and the registration shown on the face of the bonds. Mail the information to:

Bureau of the Public Debt  
Office of Investor Services  
Division of Customer Assistance  
P.O. Box 7012  
Parkersburg, WV 26106-7012

**Appendix A**

# Specifications for Automated Input of Payroll Savings Bonds (Cartridge and Bulkdata)

**FIRST RECORD: CONTROL RECORD INFORMATION – RECORD A**

Field	Position	Size	Contents	Description
1	1	1	ALPHA	CONTAINS 'A' DESIGNATES CONTROL RECORD
2	2-5	4	NUMERIC	ISSUE MONTH AND YEAR-MMYY*
3	6-15	10	ALPHA/NUM	COMPANY IDENTIFICATION NUMBER The first 6 positions should be the company identification number assigned by the Treasury Retail Securities Site; the last 4 positions must be spaces.
4	16-25	10	ALPHA/NUM	LOCATION IDENTIFICATION NUMBER The first 4 positions should be numeric (main office is 0000); the last 6 positions must be spaces.
5	26-31	6	NUMERIC	PAY END DATE – MMDDYY
6	32-64	33	ALPHA/NUM	COMPANY NAME
7	65-97	33	ALPHA/NUM	COMPANY STREET ADDRESS
8	98-117	20	ALPHA	COMPANY CITY
9	118-119	2	ALPHA	COMPANY STATE CODE (See State Code Abbreviations on page 15)
10	120-124	5	NUMERIC	COMPANY ZIP CODE
11	125-128	4	NUMERIC	COMPANY PLUS 4 ZIP CODE (Optional)
12	129-137	9	NUMERIC	RESERVE ACCOUNT NUMBER (Optional)
13	138-141	4	NUMERIC	RESERVE ACCOUNT BRANCH NUMBER (Optional)
14	142	1	NUMERIC	ORDER TYPE = 0
15	143-148	6	NUMERIC	NUMBER OF \$50 BONDS (Only available in Series I)
16	149-154	6	NUMERIC	NUMBER OF \$75 BONDS (Only available in Series I)
17	155-160	6	NUMERIC	NUMBER OF \$100 BONDS
18	161-166	6	NUMERIC	NUMBER OF \$200 BONDS
19	167-172	6	NUMERIC	NUMBER OF \$500 BONDS
20	173-178	6	NUMERIC	NUMBER OF \$1,000 BONDS
21	179-184	6	NUMERIC	NUMBER OF \$5,000 BONDS
22	185-190	6	NUMERIC	NUMBER OF \$10,000 BONDS
23	191-200	10	NUMERIC	**TOTAL PURCHASE PRICE OF ORDER (Decimal implied between Positions 198 and 199)
24	201-203	3	NUMERIC	DISTRICT DESIGNATOR (Provided by your servicing Treasury Retail Securities Site) (004-Pittsburgh or 009-Minneapolis)
25	204-233	30	ALPHA/NUM	TRSS DESIGNATED FIELD (Should contain spaces)
26	234-235	2	ALPHA/NUM	SERIES DESIGNATOR [Either 'EE' or 'I' (followed by a space)]
27	236-238	3	ALPHA/NUM	IDENTIFICATION VALUE (Use 000)
28	239-320	82	ALPHA/NUM	FILLER (Should contain spaces)

\*In Field 2, enter the issue date shown on the order summary (refer to Appendix C, number 3)

\*\*If Field 23 value does not equal total purchase price of all bonds in 'B' records, input will fail edit requirements.  
(EE purchase price = 50% face value; I purchase price = 100% face value)



**Appendix A** continued

**SECOND RECORD: BOND REGISTRATION INFORMATION – RECORD B**

Field	Position	Size	Contents	Description
1	1	1	ALPHA	CONTAINS 'B' DESIGNATES BOND REGISTRATION INFORMATION
2	2-10	9	NUMERIC	BOND OWNER SOCIAL SECURITY NUMBER
3	11-43	33	ALPHA	BOND OWNER NAME (Should be in the following order: first name, middle initial, last name)
4	44	1	NUMERIC	0 = USA ADDRESS, 1 = FOREIGN ADDRESS
5	45	1	NUMERIC	"MAIL TO:" DESIGNATOR 0 = MAIL TO BOND OWNER 1 = MAIL TO DESIGNEE IN FIELD 6
6	46-78	33	ALPHA/NUM	ADDRESS LINE OR "MAIL TO:" NAME (If field 5 = "1", field size is limited to 23)
7	79-111	33	ALPHA/NUM	ADDRESS LINE
8	112-144	33	ALPHA/NUM	ADDRESS LINE (If field 4 = "1", foreign country name should appear)
9	145-164	20	ALPHA	CITY
10	165-166	2	ALPHA	STATE CODE (See State Code Abbreviations on page 15)
11	167-171	5	NUMERIC	FIVE-DIGIT ZIP CODE
12	172-175	4	NUMERIC	PLUS FOUR ZIP CODE (Optional)
13	176-178	3	ALPHA	(OR) = CO-OWNER (POD) = BENEFICIARY (If neither applies, leave blank)
14	179-206	28	ALPHA	CO-OWNER OR BENEFICIARY NAME (Should be shown in the following order: first name, middle initial, last name)
15	207	1	NUMERIC	DENOMINATION OF BOND TO BE ISSUED  <div style="display: flex; justify-content: space-between;"> <div> <b>SERIES EE</b>  4 = \$ 100  5 = \$ 200  6 = \$ 500  7 = \$ 1,000  8 = \$ 5,000  9 = \$ 10,000 </div> <div> <b>SERIES I</b>  2 = \$ 50  3 = \$ 75  4 = \$ 100  5 = \$ 200  6 = \$ 500  7 = \$ 1,000  8 = \$ 5,000  9 = \$ 10,000 </div> </div>
16	208-211	4	NUMERIC	NUMBER OF BONDS TO BE ISSUED FOR THIS REGISTRATION
17	212-221	10	ALPHA/NUM	COMPANY IDENTIFICATION NUMBER (The first 6 positions are the company identification number assigned by your servicing Treasury Retail Securities Site; the last 4 positions should be spaces.)
18	222-231	10	ALPHA/NUM	LOCATION IDENTIFICATION NUMBER (The first 4 positions are the location identification number; the last 6 positions should be spaces.)
19	232-240	9	ALPHA/NUM	EMPLOYEE NUMBER OR SOCIAL SECURITY NUMBER IF DIFFERENT FROM FIELD 2 (Optional)
20	241-244	4	NUMERIC	FILLER (Should contain spaces) OR FOR GOVERNMENT AGENCIES (Average Issue Date)
21	245-274	30	ALPHA/NUM	TRSS DESIGNATED FIELD (Should contain spaces)
22	275-320	46	ALPHA/NUM	FILLER (Should contain spaces)

**THIRD RECORD: TRAILER RECORD**

1	1-10	10	NUMERIC	END OF FILE INDICATOR (Should contain all 9s)
2	11-320	310	ALPHA/NUM	FILLER (Should contain spaces)

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**Appendix A** continued

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**DATA INPUT EDIT REQUIREMENTS**

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ALL DATA ELEMENTS SHOULD SUCCESSFULLY PASS THROUGH THE FOLLOWING EDITS.  
ANY DATA FAILING TO PASS AN EDIT MAY RESULT IN THE ENTIRE SUBMISSION BEING RETURNED WITHOUT PROCESSING.  
DO NOT PROVIDE ANY PUNCTUATION WITH THE BOND INFORMATION. (EX: JOE A DOE)

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**FIRST RECORD: CONTROL RECORD INFORMATION**

Field	Data Element Edit
1	RECORD TYPE: LETTER 'A'
2	ISSUE MONTH AND YEAR: NUMERIC, MMY format
5	PAY ENDING DATE: NUMERIC, MMDDYY format
15-22	THE TOTAL OF EACH DENOMINATION OF BONDS IN THE 'A' RECORD IS IN AGREEMENT WITH THE NUMBER OF BONDS BY DENOMINATION SHOWN IN THE 'B' RECORDS
23	THE TOTAL PURCHASE PRICE OF ALL BONDS IS IN AGREEMENT WITH THE 'B' RECORDS
26	SERIES DESIGNATOR DETERMINES WHICH SERIES OF BONDS WILL BE ISSUED AND IS USED TO CALCULATE 'B' RECORD PURCHASE PRICES

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**SECOND RECORD: BOND REGISTRATION INFORMATION**

Field	Data Element Edit
1	RECORD TYPE: LETTER 'B'
2	SOCIAL SECURITY NUMBER: CANNOT BE THE SAME NUMERIC CHARACTERS (All 9s, 0s, etc.)
3	BOND OWNER NAME: SHOWN AS FIRST NAME, MIDDLE INITIAL, LAST NAME; CONTAINING NO PUNCTUATION OR TITLES (EX. JOE A DOE)
10	VALID STATE CODE FROM PAGE 15
11	ZIP CODE: NUMERIC AND VALID FOR THE STATE IN FIELD 10
14	CO-OWNER/BENEFICIARY FIELD: CONTAINS A NAME IF FIELD 13 CONTAINS (OR)/(POD).

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**THIRD RECORD: TRAILER RECORD**

Field	Data Element Edit
1	END OF FILE: (Contains all 9s)

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**GENERAL INSTRUCTIONS**

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- 1) PLEASE USE THE ASSIGNED COMPANY IDENTIFICATION NUMBER IN FIELD 3 (Positions 6-15) OF THE CONTROL RECORD.
- 2) PLEASE USE THE ASSIGNED LOCATION IDENTIFICATION NUMBER. (Field 4 of Record 'A' and Field 18 of Record 'B') (Additional Location Identification Numbers may be requested)
- 3) UNLESS OTHERWISE SPECIFIED:  
ALL ALPHA FIELDS ARE TO BE UPPER CASE, LEFT JUSTIFIED  
ALL NUMERIC FIELDS ARE TO BE RIGHT JUSTIFIED  
ALL ALPHA/NUMERIC FIELDS ARE TO BE LEFT JUSTIFIED
- 4) ALL OPTIONAL FIELDS NOT USED ARE TO BE LEFT BLANK, NOT ZERO FILLED.
- 5) CARTRIDGE REQUIREMENTS: USE EITHER 3480 OR 3490 CARTRIDGES.
- 6) PLEASE PROVIDE A CARRIAGE RETURN LINE FEED AT THE END OF EACH LINE.
- 7) ALL PAYROLL SUBMISSIONS SHOULD BE ACCOMPANIED BY THE APPROPRIATE ORDER SUMMARY.
- 8) EXTERNAL LABEL REQUIREMENTS:  
COMPANY IDENTIFICATION NUMBER  
COMPANY NAME  
MAILING ADDRESS
- 9) IF RECORD TYPE B FIELD 4 = "1", THE ENTIRE FOREIGN ADDRESS AND ANY "MAIL TO" NAME SHOULD BE CONTAINED IN FIELDS 6-8. FIELDS 9-12 ARE NOT USED FOR FOREIGN ADDRESSES.

**Appendix B**

# Specifications for Automated Input of Payroll Savings Bonds (Diskette, CD, and Modem)

**FIRST RECORD: CONTROL RECORD INFORMATION – RECORD A**

Field	Position	Size	Contents	Description
1	1	1	ALPHA	CONTAINS 'A' DESIGNATES CONTROL RECORD
2	2-5	4	NUMERIC	ISSUE MONTH AND YEAR-MMYY*
3	6-15	10	ALPHA/NUM	COMPANY IDENTIFICATION NUMBER The first 6 positions should be the company identification number assigned by your servicing Treasury Retail Securities Site; the last 4 positions must be spaces.
4	16-25	10	ALPHA/NUM	LOCATION IDENTIFICATION NUMBER The first 4 positions should be numeric (main office is 0000); the last 6 positions must be spaces.
5	26-31	6	NUMERIC	PAY END DATE-MMDDYY
6	32-64	33	ALPHA/NUM	COMPANY NAME
7	65-97	33	ALPHA/NUM	COMPANY STREET ADDRESS
8	98-117	20	ALPHA	COMPANY CITY
9	118-119	2	ALPHA	COMPANY STATE CODE (See State Code Abbreviations on page 15)
10	120-124	5	NUMERIC	COMPANY ZIP CODE
11	125-128	4	NUMERIC	COMPANY PLUS 4 ZIP CODE (Optional)
12	129-137	9	NUMERIC	RESERVE ACCOUNT NUMBER (Optional)
13	138-141	4	NUMERIC	RESERVE ACCOUNT BRANCH NUMBER (Optional)
14	142	1	NUMERIC	ORDER TYPE PAYROLL = 0
15	143-148	6	NUMERIC	NUMBER OF \$50 BONDS (Only available in Series I)
16	149-154	6	NUMERIC	NUMBER OF \$75 BONDS (Only available in Series I)
17	155-160	6	NUMERIC	NUMBER OF \$100 BONDS
18	161-166	6	NUMERIC	NUMBER OF \$200 BONDS
19	167-172	6	NUMERIC	NUMBER OF \$500 BONDS
20	173-178	6	NUMERIC	NUMBER OF \$1,000 BONDS
21	179-184	6	NUMERIC	NUMBER OF \$5,000 BONDS
22	185-190	6	NUMERIC	NUMBER OF \$10,000 BONDS
23	191-200	10	NUMERIC	**TOTAL PURCHASE PRICE OF ORDER (Decimal implied between Positions 198 and 199)
24	201-203	3	NUMERIC	TRSS DISTRICT DESIGNATOR (Your servicing Treasury Retail Securities Site) (004-Pittsburgh or 009-Minneapolis)
25	204-233	30	ALPHA/NUM	TRSS DESIGNATED FIELD (Should contain spaces)
26				
234-235	2	ALPHA/NUM	SERIES DESIGNATOR [Either 'EE' or 'I (followed by a space)']	
27	236-238	3	ALPHA/NUM	IDENTIFICATION VALUE (Use 000)

28	239-240	2	ALPHA/NUM	FILLER (Should contain spaces)
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\*In Field 2, enter the issue date shown on the order summary (refer to Appendix C, number 3)

\*\*If Field 23 value does not equal total purchase price of all bonds in 'B' records, input will fail edit requirements.

(EE purchase price = 50% face value; I purchase price = 100% face value)

## Appendix B continued

### SECOND RECORD: BOND REGISTRATION INFORMATION – RECORD B

Field	Position	Size	Contents	Description
1	1	1	ALPHA	CONTAINS 'B' DESIGNATES BOND REGISTRATION INFORMATION
2	2-10	9	NUMERIC	BOND OWNER SOCIAL SECURITY NUMBER
3	11-43	33	ALPHA	BOND OWNER NAME (Should be in the following order: first name, middle initial, last name)
4	44	1	NUMERIC	0 = USA ADDRESS, 1 = FOREIGN ADDRESS
5	45	1	NUMERIC	"MAIL TO:" DESIGNATOR 0 = MAIL TO BOND OWNER 1 = MAIL TO DESIGNEE IN FIELD 6
6	46-78	33	ALPHA/NUM	ADDRESS LINE OR "MAIL TO:" NAME (If Field 5 = "1", field size is limited to 23)
7	79-111	33	ALPHA/NUM	ADDRESS LINE
8	112-144	33	ALPHA/NUM	ADDRESS LINE (If Field 4 = "1" foreign country name should appear)
9	145-164	20	ALPHA	CITY
10	165-166	2	ALPHA	STATE CODE (See State Code Abbreviations on page 15)
11	167-171	5	NUMERIC	FIVE-DIGIT ZIP CODE
12	172-175	4	NUMERIC	PLUS FOUR ZIP CODE (Optional)
13	176-178	3	ALPHA	(OR) = CO-OWNER (POD) = BENEFICIARY (If neither applies, leave blank)
14	179-206	28	ALPHA	CO-OWNER OR BENEFICIARY NAME (Should be shown in the following order: first name, middle initial, last name)
15	207	1	NUMERIC	DENOMINATION OF BOND TO BE ISSUED  <div style="display: flex; justify-content: space-between;"> <div> <b>SERIES EE</b>  4 = \$ 100  5 = \$ 200  6 = \$ 500  7 = \$ 1,000  8 = \$ 5,000  9 = \$ 10,000 </div> <div> <b>SERIES I</b>  2 = \$ 50  3 = \$ 75  4 = \$ 100  5 = \$ 200  6 = \$ 500  7 = \$ 1,000  8 = \$ 5,000  9 = \$ 10,000 </div> </div>
16	208-211	4	NUMERIC	NUMBER OF BONDS TO BE ISSUED FOR THIS REGISTRATION
17	212-220	9	NUMERIC	EMPLOYEE NUMBER OR SOCIAL SECURITY NUMBER IF DIFFERENT FROM FIELD 2 (Optional)
18	221-224	4	NUMERIC	AVERAGE ISSUE DATE: APPLICABLE FOR GOVERNMENT AGENCIES ONLY (All others use spaces)
19	225-240	16	ALPHA/NUM	FILLER (Should contain spaces)

### THIRD RECORD: TRAILER RECORD

1	1-10	10	NUMERIC	END OF FILE INDICATOR (Should contain all 9s)
2	11-240	230	ALPHA/NUM	FILLER (Should contain spaces)

## Appendix B continued

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## DATA INPUT EDIT REQUIREMENTS

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ALL DATA ELEMENTS SHOULD SUCCESSFULLY PASS THROUGH THE FOLLOWING EDITS.  
ANY DATA FAILING TO PASS AN EDIT MAY RESULT IN THE ENTIRE SUBMISSION BEING RETURNED WITHOUT PROCESSING.  
DO NOT PROVIDE ANY PUNCTUATION WITH THE BOND INFORMATION (EX: JOE A DOE)

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### FIRST RECORD: CONTROL RECORD INFORMATION

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Field	Data Element Edit
1	RECORD TYPE: LETTER 'A'
2	ISSUE MONTH AND YEAR: NUMERIC, MMY format
5	PAY ENDING DATE: NUMERIC, MMDDYY format
15-22	THE TOTAL OF EACH DENOMINATION OF BONDS IN THE 'A' RECORD IS IN AGREEMENT WITH THE NUMBER OF BONDS BY DENOMINATION SHOWN IN THE 'B' RECORDS
23	THE TOTAL PURCHASE PRICE OF ALL BONDS IS IN AGREEMENT WITH THE 'B' RECORDS.
26	SERIES DESIGNATOR DETERMINES WHICH SERIES OF BONDS WILL BE ISSUED AND IS USED TO CALCULATE 'B' RECORD PURCHASE PRICES.

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### SECOND RECORD: BOND REGISTRATION INFORMATION

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Field	Data Element Edit
1	RECORD TYPE: LETTER 'B'
2	SOCIAL SECURITY NUMBER: CANNOT BE THE SAME NUMERIC CHARACTERS (All 9s, 0s, etc.)
3	BOND OWNER NAME: SHOWN AS FIRST NAME, MIDDLE INITIAL, LAST NAME; CONTAINING NO PUNCTUATION OR TITLES
10	VALID STATE CODE FROM PAGE 15
11	ZIP CODE: NUMERIC AND VALID FOR THE STATE IN FIELD 10
14	CO-OWNER/BENEFICIARY FIELD: CONTAINS A NAME IF FIELD 13 CONTAINS (OR)/(POD)

---

### THIRD RECORD: TRAILER RECORD

---

Field	Data Element Edit
1	END OF FILE: (Contains all 9s)

---

### GENERAL INSTRUCTIONS

- 1) USE THE ASSIGNED COMPANY IDENTIFICATION NUMBER IN FIELD 3 (Positions 6-15) OF THE CONTROL RECORD
  - 2) UNLESS OTHERWISE SPECIFIED:  
ALL ALPHA FIELDS ARE TO BE UPPER CASE, LEFT JUSTIFIED  
ALL NUMERIC FIELDS ARE TO BE RIGHT JUSTIFIED  
ALL ALPHA/NUMERIC FIELDS ARE TO BE LEFT JUSTIFIED
  - 3) DISKETTES CAN BE 3 ½ INCH, HIGH DENSITY OR LOW DENSITY
  - 4) ALL OPTIONAL FIELDS NOT USED ARE TO BE LEFT BLANK NOT ZERO FILLED
  - 5) ALL PAYROLL SUBMISSIONS SHOULD BE ACCOMPANIED BY THE APPROPRIATE ORDER SUMMARY.
  - 6) FILE MUST BE ASCII FORMAT
  - 7) CARRIAGE CONTROL AND LINE FEED SHOULD FOLLOW EACH RECORD
  - 8) FILE NAME IS PSBOS.DAT
  - 9) EXTERNAL LABEL REQUIREMENTS:  
COMPANY IDENTIFICATION NUMBER  
COMPANY NAME  
MAILING ADDRESS  
FILE NAME: PSBOS.DAT
  - 10) IF RECORD TYPE B FIELD 4 = "1", THE ENTIRE FOREIGN ADDRESS AND ANY "MAIL TO" NAME SHOULD BE CONTAINED IN FIELDS 6-8. FIELDS 9-12 ARE NOT USED FOR FOREIGN ADDRESSES.
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### Appendix C

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# Instructions for Completing Order Summaries for Purchases of Payroll Series EE and I Bonds

FA 501 (rev.5/05)		<b>Order Summary for Purchases of Payroll Series I Bonds</b>	
<b>FA 500</b> (rev.5/05)		<b>Order Summary for Purchases of Payroll Series EE Bonds</b>	
This order covers payroll period ending            [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] Month          Day          Year		Date _____ <b>1</b> Bonds to bear issue date of [ ] [ ] - [ ] [ ] [ ] [ ] <b>3</b> Month          Year	
Note: Your payment for savings bond purchases should be received by the Federal Reserve Bank by the last business day of the month to obtain that month's issue date on the bonds.			
<b>4</b> Pieces Per Denomination		<b>5</b> Total Pieces	
\$100	\$200	\$500	\$1,000
Signature _____ <b>7</b>		<b>11</b> DO NOT WRITE IN SPACE BELOW FOR FEDERAL RESERVE BANK USE ONLY  Order Received (Date) _____  Transaction ID# _____  First Pass _____  Payment Received (Date) _____  Payment ID# _____  First Pass _____  Refund _____  Amount \$ _____  Comments _____ _____ _____ _____ _____ _____ _____ _____	
<b>8</b> Order Submitted by			
Company ID # _____ Location ID # _____			
Company Name _____			
Address _____			
City _____ State _____ Zip Code _____			
Contact Name and Number			
Name _____			
Telephone Number ( ) _____ Fax Number ( ) _____			
<b>9</b> Type of Media Submitted (Select One)			
<input type="checkbox"/> Cartridge _____ <input type="checkbox"/> CD _____ <input type="checkbox"/> Diskette _____ <input type="checkbox"/> Tape _____ <input type="checkbox"/> Masterfile _____ <input type="checkbox"/> Other _____			
<b>10</b> Payment Information			
<input type="checkbox"/> ACH Credit <input type="checkbox"/> ACH Debit Effective Payment Date _____ <input type="checkbox"/> Check <input type="checkbox"/> Reserve <input checked="" type="checkbox"/> Voucher # _____ <input type="checkbox"/> Wire			
Amount Enclosed: \$ _____			
Advanced Payment of: \$ _____			
Date Sent to FRB: _____			
* Government Agencies Only			

• Send top copy to FRB  
• Keep bottom copy for your records

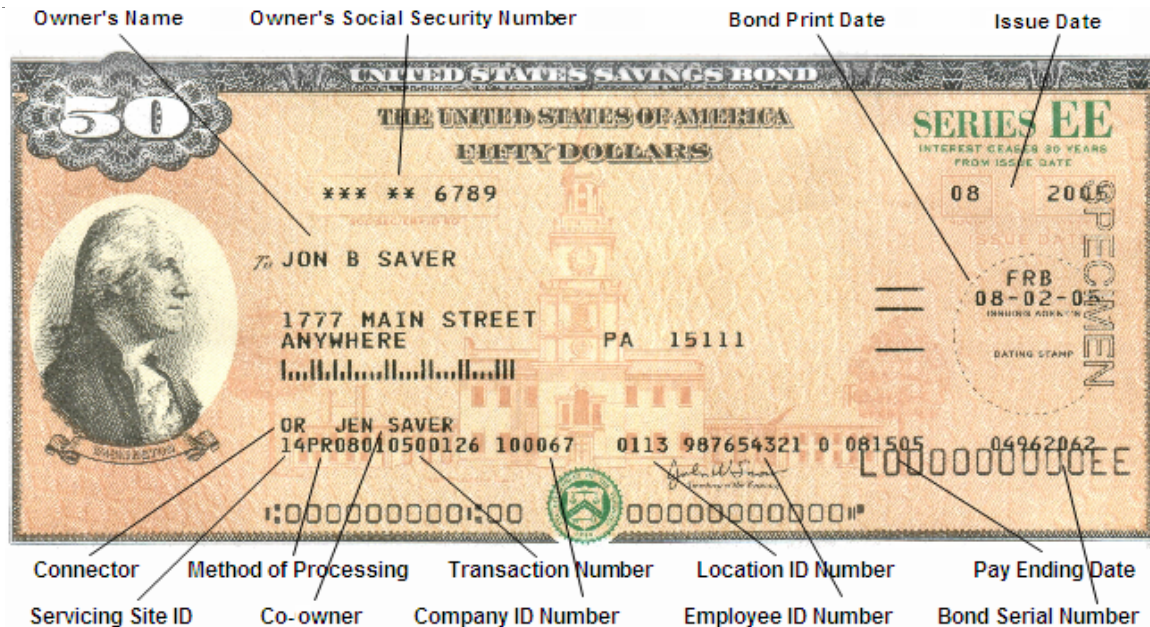
**Use FA 500 (shown above) to order Series EE Bonds.**

**Use FA 501 to order Series I Bonds**

- |    |  |    |  |
|----|--|----|--|
| 1  | Enter current date.  | 7  | Signature of individual at your organization.  |
| *2 | Enter pay period ending date (MMDDYYYY). Date will appear in the data line on the face of the bonds. | 8  | Enter your organization information in the space provided. Be sure to include the name and telephone number of a contact person. |
| *3 | Enter month and year of issue (MM-YYYY).   | 9  | Enter the type of media being submitted and the identifying media number, if applicable.   |
| *4 | Enter the number of bonds being ordered for each denomination.                                       | 10 | Mark payment information and, if applicable, enter the date and dollar amount of advance payment.                                |
| *5 | Enter the total number of bonds of all denominations.  | 11 | For Treasury Retail Securities Sites use only.   |
| *6 | Enter the total purchase price of the bonds ordered.   |    |  |
- \*The information you provide in these sections should match the data provided in your input file.

## Appendix D

# Sample of a Printed United States Savings Bond



Above is a sample of a United States Series EE Savings Bond that is similar to a bond issued through the Payroll Savings Plan. A description of the data shown on the face of a Series EE or I bond is provided below.

Data Element	Example Data	Description
Owner's Social Security Number	*** ** 6789	The social security number of the bond owner. The first five digits are masked on the face of the bond.
Owner's Name	Jon B Saver	The designated owner of the bond.
Issue Date	08 2005	Identifies the month and year in which the bond starts to earn interest.
Bond Print Date	FRB 08-02-05	Identifies the date and location where the bond was printed.
Connector	OR	OR = Co-owner, POD = Beneficiary
Co-owner	Jen Saver	The designated co-owner of the bond.
Servicing Site ID	14	14 = Pittsburgh, 09 = Minneapolis
Method of Processing	PR	PR = Payroll
Transaction Number	08010500126	This number is assigned by the servicing Treasury Retail Securities Site and is for internal use only.
Company ID Number	100067	A unique six-digit number identifying the payroll customer.
Location ID Number	0113	The final four digits attached to the company number. Four zeros indicate the main office.
Employee ID Number	987654321	As applicable, identifies the employee identification number if different than the bond owner social security number printed above the name.
Pay Ending Date	081505	Identifies the payroll date associated with the purchase of the bond.
Bond Serial Number	04962062	A unique number assigned to the savings bond.

# State Code Abbreviations

STATE	CODE	STATE	CODE
Alaska	AK	Montana	MT
Alabama	AL	Nebraska	NE
Arkansas	AR	North Carolina	NC
Arizona	AZ	North Dakota	ND
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CT	New Mexico	NM
Canal Zone	CZ	Nevada	NV
District of Columbia	DC	New York	NY
Delaware	DE	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Iowa	IA	Rhode Island	RI
Idaho	ID	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Maryland	MD	Vermont	VT
Maine	ME	Washington	WA
Michigan	MI	Wisconsin	WI
Minnesota	MN	West Virginia	WV
Missouri	MO	Wyoming	WY
Mississippi	MS		

APO/FPO in the Americas	AA
APO/FPO in Europe	AE
APO/FPO in the Pacific	AP